

Business Service Officer I (Specialist)
Will also consider a Staff Services Analyst (General)
Permanent— Full-Time (Position Number 339-100-4720-900)

Business Service Officer I (Specialist) Salary: \$3,658 – \$4,446

Staff Services Analyst (General) Salary: \$2,817 – \$4,446

DUTIES: Under the general supervision of the Fiscal and Business Services Manager, the incumbent is responsible for all business services-related functions and independently performs technical business service work of average difficulty including, but not limited to, the following:

Purchasing and Procurement (20%)

- Make all non-IT purchases for the office using (cal-card, purchase orders, and contract delegation); solicit and evaluate bids and create purchase orders and draft purchasing justifications when necessary; monitor the status of purchase documents; work with vendors and customers to resolve disagreements or disputes for general office supplies, publications, subscriptions, services and equipment; order standard forms from the Office of State Publishing; and make special purchases upon receipt of approved purchase orders or purchase requests.
- Maintain procurement files, including purchase order tracking systems, and ensure appropriate documentation of quote/bid processes for all purchases are prepared. Analyze data to develop reports on purchasing trends, best practices, and best value for the state and make recommendations to ensure the most effective procurement practices.
- Make reservations of airline and car rental accommodations per an approved travel itinerary. Order, receive, log in, and distribute airline tickets from the travel agency. Maintain the airline ticket log showing used and unused tickets to coordinate with the office's accountant for billing purposes. Develop, maintain, and create reports linking all travel to specific job numbers. Act as liaison with travel and car rental agencies and with office staff requesting travel arrangements.
- Develop and recommend new/revised policy and procedures for procurement activities.

Facilities and Property Control (20%)

- Coordinate requests for facilities and follow-up to ensure requests are addressed and completed. Keep management informed of problems in the building and of requests for repair service. Manage requests for parking, monthly transit pass sales, and other commuter programs.
- Analyze space issues and recommend options for space problem resolution to management. Carry out decisions made by management regarding space and facility issues. Coordinate interoffice moves or changes; manage space utilization; prepare office spaces for staff, and coordinate modifications to existing office spaces as needed.
- Develop and maintain policy and procedures for office property; perform physical inventory and reconcile property records with formal accounting records. Develop and manage a property inventory system of all completed purchases to ensure receipt of all stock; complete appropriate state tagging for property control in compliance with office policies; maintain inventory of various office items; develop and conduct ongoing non-IT equipment inventory processes; and generate reports for management of inventoried items.
- Arrange for the disposition of obsolete, damaged, or unneeded items in accordance with State and departmental policies.

Records Management (20%)

- Make analytical studies to determine records management needs; develop and maintain adequate and effective records management programs, including design and revision of filing systems; analyze, develop and coordinate filing systems and procedures, and assist in the installation of new systems.
- Prepare manuals of records management procedures and operations; develop and recommend new/revised policy and procedures for records management activities.
- Coordinate annual inventories of all office records; coordinate annual records destruction including confidential materials; maintain records on disposition schedules, inventories, and destruction.

Contracts (15%)

- Research, develop, and execute less complex contracts and agreements such as Interagency Agreements, Personnel Services Contracts, and Maintenance Agreements. Assist in developing Request for Offers (RFO), Requests for Proposals (RFP), Invitation for Bids (IFB) and assist with the bid and contract award process. Maintain the contract register and system for tracking maintenance agreements (copy machines, telephones, reproduction machines, etc.).
- Perform preliminary research for legal using the State Contracting Manuals to ensure all contracts and agreements conform to State contracting regulations, policies, and procedures.

Administrative Services (15%)

- Manage the contract editors including scheduling and tracking requests for editing services by category, generating reports for management, reconciling invoices for payment, and other duties as required.
- Manage the office ergonomics program including conducting basic ergonomic assessments of employee workstations and making recommendations for adjustments. Coordinates ergonomic workstation modifications when necessary. Maintains inventory of specialized ergonomic equipment.
- Conduct new employee orientation by providing office and building tours, setting up desks, telephones, cardkeys, forms, and providing new employees with necessary supplies.
- Act as lead to lower-level staff in absence of manager.

Telecommunications Services (10%)

- Maintain the phone, voicemail, and office keycard systems. Make critical program changes on specialized phone and office keycard systems as required; activate and deactivate extensions and voicemail boxes as required; serve as liaison to the phone and keycard systems repair persons. Troubleshoot problems for phones and keycard users and maintain phone and keycard inventories.

DESIRABLE QUALIFICATIONS:

- Experience in at least one of the following: procurement practices, facilities management, or records management
- Strong analytical skills
- Strong written and verbal communication skills
- Ability to manage multiple priorities
- Ability to work in stressful situations
- Ability to work anticipated and unanticipated overtime
- Proficient in Microsoft Word, Excel, and Access

SPECIAL REQUIREMENT:

- This position may require occasional lifting of 10 to 25 pounds.
- **This position will require the incumbent to work evenings/weekends during the office relocation in Fall of 2013.**

TO APPLY, please send a completed state application (std. 678) to:

Location

California State Auditor
555 Capitol Mall, Suite 300
Sacramento, California 95814

Contact

Kristina Gin
(916) 445-0255

Final Filing Date: April 12, 2013

SELECTION PROCESS: Candidates who have lateral transfer eligibility, who are reachable on a current employment list, or former state employees who can reinstate to this class may apply. A Training and Development assignment may also be considered. All interested applicants must submit a Std. 678 and must clearly indicate the basis of their eligibility in the explanation box on the Std. 678. Applications without eligibility information will not be considered. Only the most qualified will be interviewed. Appointment will be made in accordance with applicable personnel laws and rules.

Upon appointment, all employees of the California State Auditor's Office are subject to **being fingerprinted and having a background check conducted**. All positions at the California State Auditor's Office are excluded from collective bargaining.

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, RELIGIOUS CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, POLITICAL AFFILIATION, AGE, SEXUAL ORIENTATION, OR GENETIC INFORMATION

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.